

Deputy Finance Officer

Dept: Finance

FLSA Status: Exempt

General Definition of Work

Performs difficult professional work assisting with planning, organizing and directing the financial activities of the County, assisting with budget preparation and administration, assisting with monitoring financial files, records and reports, and related work as apparent or assigned. Work is performed under the general direction of the Assistant County Manager/Finance Officer. Continuous supervision is exercised over all personnel within the team.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Develops and monitors finance policies and procedures to ensure accuracy of County financial records.
- Assists with the preparation and implementation of County's annual budget.
- Assists with administering transactions that affect the general ledger; reconciles general ledger account balances and prepares detail schedules for external auditors.
- Performs month and year-end close-out of general ledger.
- Provides technical assistance to county departments.
- Approves and posts journal entries for departments; reviews budget amendments; assists with bank statement reconciliations.
- Assists with the recruitment and selection of department personnel; develops schedules; assigns, directs and inspects the work of personnel; coaches, counsels, disciplines and evaluates the work of assigned personnel; recommends transfers, promotions, demotions, suspensions and terminations.
- Assists with the preparation and submission of various reports and records.
- Establishes and maintains various records, reports and files.
- Assists end users with the operation of financial system software.
- Makes financial decisions and provides recommendations to administrators.
- Performs the duties of Finance Officer as required.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of accounting and budgeting as applied to local government; thorough knowledge of the principles underlying general laws and administrative policies governing local financial practices and procedures; thorough knowledge of modern office practices and standard office and accounting equipment; general knowledge of audit practices; ability to plan, organize and direct the work of subordinate employees; ability to review and supervise staff; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to prepare complex financial reports; ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with associates.

Education and Experience

Bachelor's degree in accounting, or related field and three to five years experience working in a government finance office, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, reaching with hands and arms, pushing or pulling and lifting; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.

Competencies

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

Deputy Finance Officer

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date